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18 November 1955

MEMORANDUM FOR: Chiefs, FBIS Field Bureaus

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FROM: Chief, FBIS

SUBJECT: Letter of Instruction

GENERAL

1. FBIS provided wire services to the U.S. delegation at the Geneva Foreign Ministers Conference, similar to its service to the Summit Conference last July. A daily roundup of foreign radio comment on the conference was teletyped from headquarters, and texts of items warranting the personal attention of the Secretary of State were filed directly from field bureaus. [redacted]

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2. Classified messages analyzing aspects of Communist propaganda on the issues before the Foreign Ministers were prepared by Radio Propaganda Branch for transmission [redacted] on nearly a daily basis. [redacted]

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3. The improvement in reception which occurs with the approach of winter in the northern hemisphere has brought about a marked increase in the number of economic abstracts received from Communist regional broadcasts. In a sample week in October these totaled 1,790, nearly double the average for July. [redacted]

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4. In response to requests from USIA, FBIS augmented its reporting of broadcasts of press reviews by West European transmitters. This service was increased to eight or ten Daily Report pages carrying reviews of each day's press of the Scandinavian countries, France, Italy, the Saar, and others, in addition to the thorough coverage of West Germany and Austria which has been long provided. [redacted]

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5. The annual survey of consumers of FBIS publications was completed and dissemination was revised in accordance with information submitted by recipients. Comments and suggestions of consumers are under close scrutiny with a view to meeting their requirements where practicable. A copy of the FBIS report on this survey is attached hereto for each bureau. [redacted]

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[REDACTED]

7. A request was submitted to the Department of the Army that appropriate Commands be informed of the locations of FBIS monitoring stations in connection with installation of NIKE launching facilities. This request was made because planning in Okinawa for a NIKE launching site adjacent to the FBIS station reached advanced stages before FBIS was informed. The Army responded informally that it would inform FBIS in future cases. [REDACTED]

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8. The Chief Engineer, FBIS observed the morse code--teletype converter aboard the USS "Northampton" at Norfolk, Virginia upon return of the ship from fleet maneuvers. Antennae and equipment used by the Navy with the converter were studied and its performance was discussed with the operating personnel, who were favorably impressed. An operations evaluation report will be furnished by the Navy. Both converters were delivered to East Coast Bureau early in November, [REDACTED]

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9. Current housing construction in Okinawa is 55% complete, and cost estimates covering the final phase of Okinawa housing construction were received from the Okinawa Engineer District. A project for the latter will be submitted in early 1956. [REDACTED]

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10. Saigon Bureau is in process of purchasing a duplex house for the classified staff which will provide accommodations for one married and two single employees. The American Embassy in Saigon is conducting the purchase. [REDACTED]

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11. State Department regulations concerning educational allowances for classified personnel have been published and were disseminated to FBIS overseas bureaus. Caversham, England and Kyrenia, Cyprus were omitted by the State Department from the allowance classifications because these localities were not included in the reports upon which classifications were based. London and Mediterranean Bureaus have therefore been directed to submit appropriate studies for this purpose. [REDACTED]

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12. The following Bureau Chief appointments were effective on the dates shown: [REDACTED]

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[REDACTED] Chief Okinawa Bureau, 10 October 1955.

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[REDACTED] Chief London Bureau, 12 October 1955.

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[redacted] Chief Mediterranean Bureau, 25 October 1955.

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[redacted] Chief West Coast Bureau, 3 November 1955.
(Unclassified)

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EDITORIAL COMMENT

[redacted]

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1. All Bureaus

a. Communications and transportation briefs as well as all economic briefs perishable in nature or indicating national economic trends should be wirefiled as regular briefs to assure prompt attention and immediate publication. In this connection it is pointed out that some items apparently of only local importance may be significant nationally, as for example the report of a tractor, bull-dozzer, or other piece of heavy machinery in a remote area where none had been reported before.

b. When a person's title is lengthy and awkward, it should be carried in copy in apposition after the name rather than standing first as part of the name. For example: "Kuzmenko, Chairman of the Executive Committee of the Crimean Oblast Council of Workers Deputies" is preferred to "Chairman of the Executive Committee of the Crimean Oblast Council of Workers Deputies Kuzmenko."

c. Field editors are requested to be particularly careful in proofreading figures and confirmations in outgoing copy. Corrections to errors thus discovered should be initiated by the field without waiting for a query from Washington.

2. London Bureau

a. The USSR units of the Editorial Branch are most appreciative of the numerous FYI's filed from the Bureau during the current Foreign Ministers Conference sessions. These FYI's have made it possible to coordinate the amounts of material received.

b. The East European review for 7-9 October uses the standard editorial aside to clarify the meaning of a pair of Polish initials--"the Polish MO (Civic Militia--ed.)." Since the reviews are in themselves editorial compilations, they need such interpolations only when the explanation occurs within a

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sentence enclosed in quotations within the body of the review. In other cases the clarification should be set off merely by dashes.

c. The bureau is requested, when possible, to file major Soviet notes, speeches, official statements, and the like from Soviet sources. As an example, the 18 October Soviet note to the West on the USSR-GDR treaty was filed in summary form from TASS and textually from ADN. Since ADN material is restricted to the "Official Use Only" segment of the Daily Report and all Soviet material other than regional intercepts is unrestricted, it was impossible in this case even to cross-reference one section to the other.

3. German Bureau

a. The bureau is to be commended for its efficient handling of a department request for a full translation from Neues Deutschland of Ulbricht's lengthy report to the SED Central Committee. The bureau's prompt compliance, which must have entailed an extraordinary translator and editorial effort, made it possible to provide this high-priority material to consumers when it was most fresh and pertinent.

b. Editors should follow the standard form in putting headings on adds to multi-take items, being careful to include the broadcast source.

c. Recently date and time groups in logographs have almost invariably been received in the lower key, thus increasing the work load of Daily Report and wire editors. A general tightening up of teletyping, which appears to have deteriorated in recent weeks, would be helpful.

4. West Coast Bureau

a. Page 3 of the Letter of Instruction dated 17 October 1955 contains a lengthy discussion of the form in which corrections should be sent to Washington. This form is not always followed by WCB editors. It is requested that the previous Letter of Instruction be reviewed and that the proper form for corrections be used in the future.

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b. It is suggested that editors be more selective in deciding which Far Eastern and Latin American items to file to Washington for "Urgent Relay to BBC," rather than to double-address them to BBC. Only items of major significance should be so treated.

5. West Coast and Okinawa Bureaus

Some examples in October of extremely clumsy English translated from Mandarin and Numeral Code follow:

1. W010331 Peking 312300: "...and that they should solve a problem right away whenever it occurs and should not let become acute and then try to solve it once for all."

2. W250435 Peking 242300: "...a well-done cooperated production", "Propaganda has been done by merely reciting the texts", "...although the healthy side is the main trend."

3. B191605 MCNA Numeral Code 181047: "...important method of changing this unconscientiousness of ours."

6. Saigon Bureau

The daily reviews of the non-Communist Vietnam press are being received with appreciation. It is assumed that the bureau will feel free to utilize the review for a roundup of reaction to a specific topic in place of the generalized review whenever circumstances warrant, or possibly occasional roundups of reaction to important current subjects can be prepared in addition to the general review.

PROPAGANDA ANALYSIS COMMENT

1. London's unsolicited FYI's summarizing and supplementing the voluminous East German publicity on the anniversary of the founding of the GDR 7 October were exceedingly helpful to Radio Propaganda Branch and of value to other consumers. Also of value were the FYI's filed from the Okinawa Bureau which described the delivery of an American speaking on the Peking radio and questioned the authenticity of a Burmese speaker's voice. [redacted]

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2. Extremely brief Soviet list descriptions of filed commentaries—for example, "Ivanov, international review, sent"—frequently make it difficult to track the item down; although a full description is not needed, it will be easier to locate the item if compilers will always indicate at least the area under discussion. [redacted]

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3. Bureaus are reminded to file the first Communist comment on important subjects without prodding, for example, the first reference to the signing of the Egyptian-Syrian treaty. [redacted]

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4. Precise and thoughtful answers to queries are appreciated, particularly when urgency is indicated. The inquiry, for example, as to whether we can say an item was not carried in Russian hellschreiber requires a compound reply indicating, (a) whether it was monitored and (b) whether hellschreiber coverage was complete. [redacted]

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5. A pilot operation scrutinizing elite East German papers and journals from the propaganda analysis viewpoint was initiated at the German Bureau without augmenting its staff or facilities. [redacted]

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6. The principal Radio Propaganda Reports issued during the month covered world comment on the President's illness and on the Czech-Egyptian arms deal and reviewed Soviet propaganda related to the Big-Four Foreign Ministers Conference. Contributions were made in typescript to national estimates on Malaya, Latin America and the Middle East. Other reports described the new Communist tactics on the Cyprus issue and reviewed the background for Soviet reaction to Iran's adherence to the Baghdad pact. [redacted]

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PERSONNEL CHANGES [redacted]

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1. New Employees:

[redacted]

Assignment:

Editor, East Coast Bureau

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Steno, Field Operations Staff

Clerk, Administrative Staff

Monitor, West Coast Bureau

Typist, Editorial Branch

Library Assistant, Editorial Br.

2. Reassignments to FBIS:

[redacted]

Assignment:

Editor, Radio Propaganda Branch

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Editor, Editorial Branch

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3. Transfers from FBIS:



From:

Code Monitor, East Coast Bur.

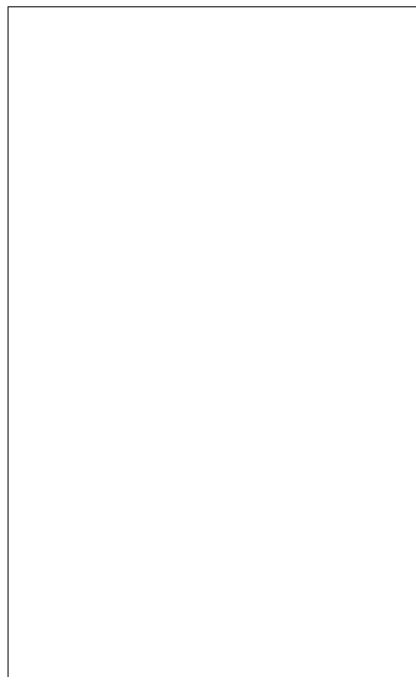
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Code Monitor, East Coast Bur.

Teletypist, Editorial Br.

Library Asst. Editorial Br.

4. Reassignments within FBIS:



From:

To:

Chief, Med.
Bureau

Chief, Okinawa
Bureau

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Chief, Okinawa
Bureau

Chief, Med.
Bureau

Chief, West
Coast Bureau

Chief, London
Bureau

Chief, London
Bureau

Chief, West Coast
Bureau

Teletypist,
Editorial Br.

Supply Assistant
Administrative Staff

Supply Asst.
Admin. Staff

Admin. Asst.
East Coast Bureau

Editor, Editorial
Branch

Editor,
London Bureau

5. Separations:



From :

Multi-Monitor, Tokyo Bureau

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Clerk, Radio Propaganda Branch

Editor, East Coast Bureau

steno, Field Operations Staff

ALAN M. WARFIELD

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Enclosure:

Consumer Survey Report
(1 each Bureau)

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